

Agenda Item Form

Agenda Date: 04/20/04

Districts Affected: N/A

Dept. Head/Contact Information: Human Resources, Terry A. Bond, (915) 541-4509

Type of Agenda Item:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☐ High ☒ Medium ☐ Low # of days: _____

Why is this item necessary:

Updating minimum qualifications was necessary to meet current Texas Commission on Environmental Quality (TCEQ) wastewater certification standards and Environmental Protection Agency (EPA) recommendations.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

None. Pay grade remained the same

Statutory or Citizen Concerns:

None Anticipated

Departmental Concerns:

None Anticipated

2004 APR 15 PM 12 07
CITY CLERK DEPARTMENT

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan, shall be amended, as recommended by the Civil Service Commission. The class of **EPWU Wastewater Plant Assistant Superintendent** is hereby revised as specified in the duties and responsibilities attached hereto. The Code will remain **3411**. The Grade shall be **GS 26**.

PASSED AND APPROVED this 20th day of April, 2004.

THE CITY OF EL PASO

Joe Wardy
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

Guadalupe Cuellar
Deputy City Attorney

APPROVED AS TO CONTENT:

Terry A. Bond
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: March 25, 2004

By: Terry A. Bond
Secretary

Human Resources Department

MEMO

To: Civil Service Commission
Thru: Terry Bond, Human Resources Director
From: James Sienkiewicz, Classification and Compensation Manager
Ana I. Sanchez, Personnel Analyst II
Date: March 23, 2004
Subject: Revision of Job Specifications

Human Resources recommends Commission approval of the job classification items listed below. See attached proposed and strike-through versions of the specifications.

	<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
OFFICIAL	EPWU Wastewater Plant Technician II	3409	GS 20
PROPOSED	Same	Same	Same
OFFICIAL	EPWU Wastewater Plant Assistant Superintendent	3411	GS 26
PROPOSED	Same	Same	Same
OFFICIAL	EPWU Sewage Plant Superintendent III	5462	PM 78
PROPOSED	EPWU Wastewater Plant Superintendent	Same	Same
OFFICIAL	EPWU Reclamation Plant Superintendent	5463	PM 80
PROPOSED	Same	Same	Same

Revision of the subject job classes was requested by the El Paso Water Utility (EPWU) General Manager. Updating minimum qualifications was necessary to meet current Texas Commission on Environmental Quality (TCEQ) wastewater certification standards and Environmental Protection Agency (EPA) recommendations. In addition to changes in certification requirements, experience requirements were also modified to ensure consistent and logical progression of levels of knowledge, abilities and skills acquired for promotional purposes. Human Resources found that the natures, scopes and levels of the job classes remained substantially the same. All the incumbents of the affected job classes meet the proposed minimum qualifications.

The attached proposed job specifications summarizing the primary duties, responsibilities, minimum qualifications, other job characteristics and title changes were revised using the City's current style and format conventions and have been reviewed by the Human Resources Director and the EPWU General Manager. No change in grades were warranted.

This recommendation is being made pursuant to:

Civil Service Rule 4, Classification, Section 4(a), Reclassification of Positions:

"The Commission or the Human Resources Director may investigate of its own accord or upon the request of a department head, any change in the duties and responsibilities of a position from those upon which it was originally classified. If it is found that the duties and responsibilities of the position have changed so significantly that the former classification is a substantially inaccurate description of the current duties and responsibilities, the Commission will request the Mayor to direct the Human Resources Director to place the position in its proper class and grade.

"A change in compensation applying to all positions of the same class and grade will not affect the seniority or other rights of those in the Civil Service. The Human Resources Director may at any time secure from the appointing authority, department heads or employees involved, statements of the duties and responsibilities of the position under review. The appointing authority, department heads and employees concerned will have an opportunity to be heard before the revised class is approved and to appeal to the Commission in accordance with Article VI, Section 6.13-4 of the Charter."

Attachments

Custodial, Labor and Trades Branch
 Plant Maintenance and Plant Operation Group
 Water Supervisory Series

E.P.W.U. WASTEWATER PLANT
 ASSISTANT SUPERINTENDENT
 13/0004 (AIS/LBT)

Summary General Purpose

~~Under general supervision, supervise oversee supervise and coordination of ongoing wastewater treatment plant operations and maintenance activities of an assigned plant.~~

~~of personnel engaged in operation and maintenance of a wastewater treatment plant.~~

~~Plan, Direct and review coordinate day to day plant operations in accordance with Federal and State requirements and departmental procedures. Involves: iInspecting plant and monitoring operations through all stages of wastewater treatment process stages; tTaking appropriate action to correct equipment and treatment deficiencies; rResponding to emergencies and determining remedial action; mMonitoring sewage and water sample data and aAnalyzing laboratory tests of effluent prior to injection or release, and mMaking required adjustments to meet or exceed regulatory requirements; rRegulating chemical dosages of chemicals applied to sewage during treatment; cChecking for unusual noxious odors and other requirements to assure compliance with waste-water treatment regulations.~~

~~Plan, direct direct and review oversee coordinate wastewater treatment equipment maintenance and repair of wastewater treatment equipment. Involves: mMonitoring plant equipment to identify malfunctions; rRecommending the repair or replacement of components and equipment; Verifyoverseeing repair of blowers, aeration systems, clarifiers, digestion equipment, mixers or similar mechanical equipment repairs; cChecking completed work to ensure proper repairs and adjustments have been completed made; iInspecting electrical equipment for overloads, shorts, loose connections, and power loss; pPlanning; sScheduling and implementing a preventive maintenance programs; Enassuring operating condition of available availability of standby equipment in proper operating condition; preparing required administrative reports. Maintain inventory and requisition supplies.~~

~~Supervise assigned supervisory and non-supervisory technical, skilled and semi-skilled personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes.~~

~~Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, as assigned. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Monitor, prepare and maintain reports. Represent department to educate and advise schools, community groups, civic groups and international groups on wastewater treatment plant processes.~~

~~Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations; standards of conduct, work attendance, and safe working practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.~~

~~Perform other duties as assigned. Involves: substituting for plant superintendent during temporary absences by carrying out specifically delegated duties sufficient to sustain continuity of ordinary operations or services, and similarly substituting for subordinates or coworkers; preparing and maintaining daily and monthly equipment and process logs; power records, chemical and gas consumption and other related records and reports using computers; maintaining inventory and requisitioning supplies.~~

Minimum Qualifications

~~Training and Experience: Graduation from high school or G.E.D. and seven (7) years experience in water or wastewater treatment plant operations or maintaining and repairing mechanical equipment, which includes five (5) years experience in a wastewater treatment plant of which at least two (2) years were at a level comparable to Plant Technician II; or an equivalent combination of training and experience.~~

Skills and**and Skills:**

- ~~Comprehensive knowledge of wastewater treatment plant operation, maintenance and repair principles, practices and procedures, used in operation, maintenance and repair of a wastewater treatment plant.~~
- ~~Considerable knowledge of various kinds of wastewater treatment equipment used in wastewater treatment including nitrification reactors, chemical flocculation chambers, flash mix tanks, oxidation chambers, clarifiers, sludge thickeners, ion exchangers;.~~
- ~~Considerable knowledge of wastewater treatment chemicals and compounds used in wastewater treatment processes, including those used in those used in tertiary wastewater treatment processes;.~~
- ~~safe work practices and procedures; Considerable knowledge of Federal, State, and local and Utility rules and regulations governing wastewater plant processesing and effluent quality rules and regulations.~~
- ~~GoodSomeGood knowledge of supervisory techniques, work conduct and attendance standards, and safe work practices, supervisory practices and procedures;~~
- ~~Good knowledge of operator certification requirements.~~
- ~~Ability to: plan, layout and complete installation, modification and repairs of wastewater treatment plant equipment;.~~
- ~~Ability to read and interpret technical manuals, blueprints and other documents used to install, adjust and set various meters, gauges, and similar devices;.~~
- ~~Ability to read and comprehend interpret federal, state, and City wastewater and sewage treatment laws, rules and regulations, related to wastewater and sewage treatment.~~
- ~~Ability to evaluate the operation of a wastewater plant operations and make recommendations for adjustments;.~~
- ~~Ability to make quick and sound decisions in emergency situations;.~~
- ~~Ability to calculate chemical formulas, and labor and materials cost estimates, of required labor and materials costs;.~~
- ~~Ability to plan, assign, supervise, train, review and evaluate the work of assigned personnel;.~~
- ~~Ability to impartially enforce and comply with personnel rules and regulations, standards of conduct and work attendance and safe working practices and procedures;.~~
- ~~Ability to express oneself communicate clearly and concisely, both orally and in writing;.~~
- ~~Ability to establish and maintain effective working relationships with cCity employees, fellow employees, officials, vendors, contractors, regulatory agencies, and the general public;.~~

~~Ability to maintain records and prepare reports.~~

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- ~~Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, common equipment, hand tools and instruments to sample and measure water quality.~~

~~Skill in the safe use and care of: common hand tools and instruments to sample and measure water quality:~~

Other Job CharacteristicsPhysical Effort & Work Environment:

- ~~Frequent exposure to moving machinery and equipment, chemicals, fumes, unpleasant odors and materials common to the treatment and operation of wastewater treatment plant and laboratory.~~
- ~~Occasional lifting and carrying of moderately weight heavy objects (up to 50 pounds);.~~
- ~~exposure to chemicals, effluent or similar solutions; Occasional exposure to adverse weather conditions.~~
- ~~Occasional climbing of ladders.~~
- ~~Occasional driving operating a motor vehicle through City traffic, and working under all weather conditions.~~

Minimum Qualifications

~~Education and Experience: Equivalent to a combination of a high school diploma or General Education Development (GED), plus six (6) years water or wastewater treatment plant operations and maintenance work,~~

~~including three (3) years experience at the a-level comparable to a of a Wastewater Plant Technician II.~~

~~Special Requirements: Work a rotating shift schedule including weekends and holidays.~~

Licenses and Certificates:

- ~~Texas Class "C" Driver's License or equivalent from another state by time of appointment.~~
- ~~-Texas Commission on Environmental Quality (TCEQ) "B" Wastewater Certificate of Competency and Class I Wastewater Collection System Certificate by time of appointment.~~

Special Requirements:

- ~~Subject to working a rotating shift schedule including weekends and holidays.~~
- ~~Subject to on-call during non-working hours and mandatory recall during water utility emergency operations.~~

Human Resources Director of Personnel

Department Head

Custodial, Labor and Trades Branch
Plant Maintenance and Operation Group
Water Supervisory Series

EPWU WASTEWATER PLANT
ASSISTANT SUPERINTENDENT
3/04 (AIS)

General Purpose

Under general supervision, supervise coordination of ongoing wastewater treatment operations and maintenance activities of an assigned plant.

Typical Duties

Plan, direct and review day to day plant operations in accordance with Federal and State requirements and departmental procedures. Involves: Inspect plant and monitor operations through all wastewater treatment process stages. Take appropriate action to correct equipment and treatment deficiencies. Respond to emergencies and determine remedial action. Monitor sewage and water sample data. Analyze laboratory tests of effluent prior to injection or release. Make adjustments to meet or exceed regulatory requirements. Regulate chemical dosages applied to sewage during treatment. Check for unusual noxious odors and other requirements to ensure compliance with wastewater treatment regulations.

Plan, direct and review wastewater treatment equipment maintenance and repair. Involves: Monitor plant equipment to identify malfunctions. Recommend repair or replacement of components and equipment. Verify blowers, aeration systems, clarifiers, digestion equipment, mixers or similar mechanical equipment repairs. Check work to ensure repairs and adjustments have been completed. Inspect electrical equipment for overloads, shorts, loose connections, and power loss. Schedule and implement preventive maintenance programs. Ensure operating condition of available standby equipment. Maintain inventory and requisition supplies.

Supervise assigned supervisory and non-supervisory technical, skilled and semi-skilled personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, as assigned. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Monitor, prepare and maintain reports. Represent department to educate and advise schools, community groups, civic groups and international groups on wastewater treatment plant processes.

Knowledge, Abilities and Skills

- Comprehensive knowledge of wastewater treatment plant operation, maintenance and repair principles, practices and procedures.
- Considerable knowledge of various wastewater treatment equipment including nitrification reactors, chemical flocculation chambers, flash mix tanks, oxidation chambers, clarifiers, sludge thickeners, ion exchangers.
- Considerable knowledge of wastewater treatment chemicals and compounds used in wastewater treatment processes, including those used in tertiary processes.
- Considerable knowledge of Federal, State, local and Utility wastewater plant processing and effluent quality rules and regulations.
- Good knowledge of supervisory techniques, work conduct and attendance standards, and safe work practices.
- Good knowledge of operator certification requirements.
- Ability to plan, layout and complete installation, modification and repairs of wastewater treatment plant equipment.
- Ability to read and interpret technical manuals, blueprints and other documents used to install, adjust and set various meters, gauges, and similar devices.
- Ability to read and comprehend federal, state, and City wastewater and sewage treatment laws, rules and regulations.

- Ability to evaluate wastewater plant operations and recommend adjustments.
- Ability to make quick and sound decisions in emergency situations.
- Ability to calculate chemical formulas, and labor and materials cost estimates.
- Ability to plan, assign, supervise, train, review and evaluate work of assigned personnel.
- Ability to impartially enforce and comply with personnel rules and regulations, standards of conduct and work attendance and safe working practices and procedures.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, regulatory agencies, and the public.
- Ability to maintain records and prepare reports.
- Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, common equipment, hand tools and instruments to sample and measure water quality.

Other Job Characteristics:

- Frequent exposure to moving machinery and equipment, chemicals, fumes, unpleasant odors and materials common to the treatment and operation of wastewater treatment plant and laboratory.
- Occasional lifting and carrying of moderate weight objects (up to 50 pounds).
- Occasional exposure to adverse weather conditions.
- Occasional climbing of ladders.
- Occasional driving through City traffic.

Minimum Qualifications



Education and Experience: Equivalent to a combination of a high school diploma or General Education Development (GED), plus six (6) years wastewater treatment plant operations and maintenance work, including three (3) years experience at the level of a Wastewater Plant Technician II.

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state by time of appointment.
- Texas Commission on Environmental Quality (TCEQ) "B" Wastewater Certificate of Competency by time of appointment.

Special Requirements:

- Subject to working a rotating shift schedule including weekends and holidays.
- Subject to on-call during non-working hours and mandatory recall during water utility emergency operations.


Human Resources Director
Department Head